



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 343.2

Job Title: **SYSTEMS ACCOUNTANT II**

Pay Grade: 23

GENERAL SUMMARY:

Oversees the scheduling and work performance of staff in evaluating the system requirements of user departments and identifies potential solutions.

RESPONSIBILITIES:

- Supervises, monitors and analyzes interface requirements between systems and recommends interface designs.
- Performs conversion of data.
- Conducts meetings related to the development of policies and procedures of various systems.
- Trains users on new/redesigned systems.
- Develops and designs implementation strategies for systems.

SPECIFICATIONS:

KNOWLEDGE:

Requires a Bachelor's degree in Accounting, Business Administration, Management Information Systems or a closely related field.

EXPERIENCE:

Four years of accounting experience are required. Two years must be related to supervising the development of financial systems.

COMPLEXITY:

Work is somewhat complex and varied, and may require the simple interpretation of technical and detailed guidelines, policies and procedures.

IMPACT OF ACTIONS:

Errors in work could lead to moderate expenses and inconveniences. Work is typically performed under limited supervision with alternating periods of relative autonomy and general review. The supervisor generally plays a substantial role in setting objectives and organizing work.

SUPERVISION EXERCISED:

Direct Supervision:

Involves general scheduling and review of work as a "working supervisor" or lead person.

Indirect Supervision:

No indirect reports.

SPECIFICATIONS: (continued)

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with professionals and supervisors. Interaction requires moderate tact and cooperation; e.g., scheduling and/or coordinating two personal calendars, resolving problems and/or obtaining necessary information.

External Contacts:

Level of external contact is primarily with lower-level service representatives and vendors and occasionally with citizens, visitors and/or mid-level government agencies, guests, vendors and professional contacts with allied organizations. Interaction involves information exchange and/or simple service activity requiring moderate tact and cooperation.

PHYSICAL EFFORT:

The position is physically comfortable; the individual has discretion about walking, standing, etc.

WORK ENVIRONMENT:

There are occasional minor discomforts from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with modestly unpleasant situations, as with occasional exposure to office chemicals and/or extensive use of a video display terminal.

PHYSICAL SKILL:

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

- Systems Accountant I
- Systems Accountant II
- Systems Accountant III
- Systems Accountant IV

Effective: October 1990

Revised: August 1992